

[REDACTED], DOH

From: [REDACTED], DOH
Sent: Wednesday, February 15, 2012 4:12 PM
To: DOH [REDACTED]
Subject: Document Inventory Check

ALL STAFF:

PHD is doing an inventory of all material that is given to clients in the clinic and the community to assure that it has been through the departmental approval process. Please provide one (1) copy of each brochure/handout to the Director's Office by Friday, February 17. In order for the inventory to be complete, this includes all material, even if it was approved by a previous administration, produced by the CDC, provided by a PHD Bureau, purchased from a commercial company, or designed in the Region. This inventory will be completed quickly and you will be notified of any material that should be removed from circulation by next week.

By noon Thursday, February 16, all bureaus, regions and local offices should remove from client areas (e.g., waiting and exam rooms) all informational materials that have not been reviewed and approved by the Office of the Secretary (OTS). Those that are approved should all have the current DOH logo on them. If there is not a current DOH logo on the material, remove it. If you are in doubt about the content or format of something, just remove it from public display or access for the time being.

By the end of this week, to least interfere with client services, offices in PHD also need to closely examine closets, storage areas, etc to gather any and all outdated brochures, pamphlets or other educational materials that may have been used in the past or that have a prior DOH logo. These should be put in a secure place until we give further direction on what is to be done with those materials.

Note:

Federally required brochures as specified by the State WIC Program will be communicated with Region WIC Programs, which will advise Local Health Offices about materials exempt from this new inventory process. Medication and immunization sheets given to clients are likewise not to be discontinued at this time regardless of date or logo status.

The Local Health Office Contact should inform the respective Region Management Group Liaison when this 3-step process has been completed by deadlines stated here; the LHO Contact should also send samples of documents from all programs on site needing OTS approval to the Region Office in [REDACTED]

Flyers, posters, and notices with old DOH logos that are in public display should be removed by Monday February 20 close of business.

For further information about this assignment, you may contact your Program Manager or the Region Office:

Thanks, [REDACTED]